UNITED NATIONS

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Secretariat

ST/IC/1991/14
25 February 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS

1. A competitive examination for the recruitment of English editors will be held on 26 and 27 June 1991 in New York, Geneva and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English editors will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the United Nations Secretariat in New York. They may be assigned initially to other duty stations in Africa, Asia, Europe or Latin America. Assignments are subject to rotation and editors will thereafter be called upon to serve at other duty stations in Africa, Asia, Europe and Latin America, according to the needs of the Organization. Staff members are expected to serve a MINIMUM OF FIVE YEARS as editors. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and a very good knowledge of French and Spanish. Candidates who have a stronger knowledge of Arabic, Chinese or Russian may wish to substitute one of these languages as a third language for Spanish, and

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this should be indicated on the application form. However, such candidates will also have to pass the test in Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application photocopies of either diplomas or certificates from language schools or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the principal language of instruction.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which English is the principal language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of:

(a) Revision of a poorly written speech in English (to be revised from the point of view of grammatical correctness, clarity and succinctness (three hours);

(b) Translation into English of a French text (one and a half hours);

(c) Translation into English of a Spanish text (one and a half hours);

(d) Editing of an English text (two hours);

(e) Summary of an English text for brevity and clarity while covering all essential points (one hour);

(f) (i) Translation into English of a text in Arabic, Chinese or Russian for candidates who choose one of these languages as their third language. As stated in paragraph 3 (b) above, candidates selecting one of these languages will also have to take the test in Spanish, as indicated in subparagraph (c) above (one and a half hours);

(ii) Translation into English of one text or more from a total of three texts offered in Arabic, Chinese and Russian for all candidates (optional) (one and a half hours per text).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as English editors for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by their Department and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their editing functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. Upon completion of a training period, editors may be required to work on word-processing or similar data-entry equipment for editing and terminological purposes.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 19 April 1991, to:

Competitive Examination for English Editors
Recruitment and Placement Division
Room S-2535-E
United Nations Secretariat
New York, N.Y. 10017

14. Staff members at Headquarters may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575.

15. In order to ensure receipt of all applications, staff members at offices away from Headquarters are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre at their respective duty stations before 19 April 1991, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1991 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS 1/

INDEX NO. 2/ / / / / / /

LAST NAME / / / / / / / / / / / / / / / / / / Category / / / Level / / /

FIRST NAME / / / / / / / / / / / / / / / / / / Sex: Male / / Female / /

Date of entry on duty: Month / / / Year 19 / / /

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes / / in 19 / / / No / /

Have you taken another United Nations competitive examination? Yes / / in 19 / / / No / /

If yes, which examination(s) _____

What is your main language? 4/ /

A. Knowledge of other languages 5/ Courses taken at

Language(s)	United Nations language programme (indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. Indicate which you consider your third language after English and French and in what language(s), if any, you wish to take the optional paper:

Third language: Arabic _____ Chinese _____ Russian _____ Spanish _____
Optional: Arabic _____ Chinese _____ Russian _____ Spanish _____

D. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

E. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1991/14 and I understand that, if I am successful in the competitive examination for English editors and recommended for inclusion in the roster, my assignment as an English editor will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Normally appears on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., the Department of International Economic and Social Affairs, the Office of General Services, the Centre for Science and Technology for Development, the Economic Commission for Europe, the United Nations Conference on Trade and Development, the United Nations Office at Geneva, the United Nations Office at Vienna or other (specify).

4/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1991/14.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
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Secretariat

ST/IC/1991/15
5 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED BASE SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. By section VIII of resolution 45/241 of 21 December 1990, the General Assembly approved, with effect from 1 March 1991, a revised base salary scale for staff in the Professional and higher categories. This scale reflects the consolidation, on a no-gain no-loss basis, of five multiplier points into the net base salaries in effect under the previous base salary scale, which became effective on 1 July 1990. By the same resolution, the Assembly approved consequential changes in the rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

2. In accordance with the practice followed on the occasion of previous consolidations of multiplier points into net base salaries, upon implementation of the revised base salary scale, revised post adjustment indices and multipliers will be established by the International Civil Service Commission (ICSC) for all duty stations. The revised multipliers will be determined in such a way as to ensure that the revised net remuneration (base salary plus post adjustment) after consolidation is in line with the existing net remuneration. Changes in post adjustment classification due after 1 March 1991 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

3. As a result of the implementation of the revised base salary scale, effective 1 March 1991 there will be consequential changes in the amounts of the mobility and hardship allowance applicable to staff who are currently in receipt of this allowance.

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* Personnel Manual index No. 3110.

4. In its sixteenth (1990) annual report to the General Assembly, 1/ ICSC recommended, and the Secretary-General approved, that future adjustments of the salary scale applicable to staff in the Field Service category should be made by reference to adjustments to the salary scale for staff in the Professional and higher categories. Accordingly, the base salary scale for staff in the Field Service category has also been revised, effective 1 March 1991, to reflect: (a) the consolidation of five multiplier points into net base salaries; and (b) the revised rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

5. The revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category, effective 1 March 1991, showing gross salaries and their net equivalents after the application of staff assessment, are reproduced in annexes I and II to the present circular, respectively. The implementation of these scales will be reflected in the end of March 1991 payroll.

Notes

1/ Official Records of the General Assembly, Forty-fifth Session, Supplement No. 30 (A/45/30 and Add.1).

Annex I

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1991

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	128 659														
	Net D	76 702														
	Net S	68 853														
Assistant-Secretary-General																
ASG	Gross	116 442														
	Net D	70 350														
	Net S	63 600														
Director						*	*									
D-2	Gross	94 478	96 644	98 809	100 993	103 200	105 407									
	Net D	58 873	60 021	61 169	62 316	63 464	64 612									
	Net S	53 995	54 990	55 983	56 957	57 906	58 855									
Principal Officer						*	*	*	*	*						
D-1	Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
	Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
	Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
Senior Officer												*	*	*		
P-5	Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
	Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
	Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
First Officer														*	*	*
P-4	Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
	Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
	Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
Second Officer															*	*
P-3	Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
	Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
	Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
Associate Officer													*			
P-2	Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
	Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
	Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
Assistant Officer																
P-1	Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
	Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
	Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

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Annex II

SALARY SCALE FOR THE FIELD SERVICE CATEGORY SHOWING ANNUAL GROSS SALARIES
AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1991

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
						S	T	E	P	S						
												*	*			
FS-7	Gross	58 840	60 505	62 169	63 833	65 506	67 202	68 898	70 593	72 287	73 981	75 678	77 374			
	Net D	39 712	40 628	41 543	42 458	43 373	44 289	45 205	46 120	47 035	47 950	48 866	49 782			
	Net S	36 885	37 710	38 536	39 361	40 190	41 028	41 866	42 703	43 540	44 377	45 215	46 053			
												*	*			
FS-6	Gross	48 260	49 754	51 251	52 746	54 242	55 765	57 315	58 865	60 415	61 965	63 516	65 067			
	Net D	33 758	34 610	35 463	36 315	37 168	38 021	38 873	39 726	40 578	41 431	42 284	43 136			
	Net S	31 516	32 284	33 053	33 821	34 590	35 359	36 128	36 897	37 666	38 435	39 204	39 973			
FS-5	Gross	40 568	41 800	43 034	44 266	45 518	46 795	48 070	49 347	50 625	51 900	53 177	54 454	55 756		
	Net D	29 285	30 012	30 740	31 467	32 195	32 923	33 650	34 378	35 106	35 833	36 561	37 289	38 016		
	Net S	27 447	28 112	28 778	29 444	30 106	30 763	31 418	32 074	32 731	33 387	34 043	34 699	35 355		
															*	*
FS-4	Gross	34 818	35 836	36 858	37 881	38 905	39 929	40 951	41 975	42 998	44 022	45 046	46 068	47 165	48 225	49 282
	Net D	25 889	26 493	27 096	27 700	28 304	28 908	29 511	30 115	30 719	31 323	31 926	32 509	33 134	33 738	34 341
	Net S	24 338	24 891	25 443	25 996	26 549	27 102	27 654	28 207	28 759	29 312	29 864	30 389	30 953	31 498	32 041
															*	*
FS-3	Gross	29 949	30 790	31 631	32 474	33 315	34 157	34 998	35 869	36 739	37 608	38 480	39 349	40 220	41 090	41 961
	Net D	22 918	23 432	23 945	24 459	24 972	25 486	25 999	26 513	27 026	27 539	28 053	28 566	29 080	29 593	30 107
	Net S	21 605	22 078	22 550	23 023	23 495	23 967	24 439	24 909	25 379	25 848	26 319	26 788	27 259	27 729	28 199
												*	*			
FS-2	Gross	25 894	26 613	27 333	28 052	28 773	29 494	30 185	30 964	31 707	32 451	33 195	33 938			
	Net D	20 363	20 816	21 270	21 723	22 177	22 631	23 063	23 538	23 991	24 445	24 899	25 352			
	Net S	19 249	19 667	20 085	20 503	20 922	21 341	21 739	22 176	22 593	23 010	23 427	23 844			
FS-1	Gross	22 462	23 067	23 671	24 276	24 880	25 508	26 141	26 775	27 408	28 041					
	Net D	18 125	18 524	18 923	19 322	19 721	20 120	20 519	20 918	21 317	21 716					
	Net S	17 172	17 543	17 914	18 285	18 656	19 025	19 393	19 761	20 129	20 497					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/15/Corr.1
28 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED BASE SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

Corrigendum

Annex I, salary scale for the Professional and higher categories

The salary scale for the Director (D-2) level should show an asterisk at steps II to VI, as indicated in the attached scale.

* Personnel Manual index No. 3111.

Annex I

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1991

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	128 659														
	Net D	76 702														
	Net S	68 853														
Assistant Secretary-General																
ASG	Gross	116 442														
	Net D	70 350														
	Net S	63 600														
Director			*	*	*	*	*									
D-2	Gross	94 478	96 644	98 809	100 993	103 200	105 407									
	Net D	58 873	60 021	61 169	62 316	63 464	64 612									
	Net S	53 995	54 990	55 983	56 957	57 906	58 855									
Principal Officer						*	*	*	*	*						
D-1	Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
	Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
	Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
Senior Officer												*	*	*		
P-5	Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
	Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
	Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
First Officer														*	*	*
P-4	Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
	Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 096
	Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
Second Officer															*	*
P-3	Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
	Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
	Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
Associate Officer													*			
P-2	Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
	Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
	Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
Assistant Officer																
P-1	Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
	Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
	Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

UNITED
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Secretariat

ST/IC/1991/16
28 February 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE GENERAL ASSEMBLY AND NORTH LAWN BUILDINGS ON 9, 10, 16 AND 17 MARCH 1991

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical system covering the General Assembly and North Lawn Buildings. Shutdown will be from Saturday, 9 March 1991, at 5 p.m. until Sunday, 10 March 1991, at 8 a.m. and again from Saturday, 16 March 1991, at 5 p.m. until Sunday, 17 March 1991, at 8 a.m. respectively. As a result, electrical services in the following areas will be affected:

(a) The north half of the General Assembly Building (all levels) will be without power, lighting and elevator service;

(b) The north half of the Garage (all levels) will be without power and lighting;

(c) The North Lawn Building (all levels) will be without power and lighting;

(d) All other areas not mentioned above will have elevator service, power and lighting.

2. As a result of these circumstances, the buildings will be closed to the public and there will be no guided tours during the period. The shutdown is necessary to effect the work required on the short-circuit protection programme of the United Nations.

3. Staff members in the General Assembly and North Lawn Buildings are requested to ensure, before leaving the office on Friday, 8 March 1991, and on Friday, 15 March 1991, that all computers, word processors, mini-computers, photocopiers and any other electrical equipment are unplugged. FAILURE TO DO SO MAY RESULT IN DAMAGE TO THE EQUIPMENT.

4. Additional information concerning the electrical power shutdown may be obtained from the Buildings Management Service, extension 3.6176.

UNITED NATIONS

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Secretariat

ST/IC/1991/17
5 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. In information circular ST/IC/1990/46 of 10 July 1990, staff members were informed of the decision taken by the General Assembly, in its resolution 44/198 of 21 December 1989, concerning separation payments (commutation of annual leave, repatriation grant, death grant and termination indemnity) for staff in the Professional and higher categories. In accordance with this decision, with effect from 1 July 1990: (a) all separation payments, other than commutation of annual leave, should be calculated on the basis of the base salary scale; and (b) the lump sum payable in lieu of unused annual leave should be calculated on the basis of net remuneration (net salary plus post adjustment) applicable at the duty station from which the staff member separates.

2. As indicated in paragraph 4 of information circular ST/IC/1990/46, the scale of separation payments effective 1 April 1990 was higher at all levels than the base salary scale effective 1 July 1990. In view of this situation, at its thirty-first (March 1990) session, the International Civil Service Commission (ICSC) decided that:

(a) For staff members on board prior to 1 July 1990, separation payments (other than commuted annual leave) should continue to be determined on the basis of the scale of separation payments effective 1 April 1990, until the base salary scale reached a level higher than the 1 April 1990 scale of separation payments, at which time the scale of separation payments would be abolished and separation payments would be calculated on the basis of the base salary scale;

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* Personnel Manual index No. 9091.

(b) For staff members appointed on or after 1 July 1990, separation payments, other than commuted annual leave, should be calculated on the basis of the base salary scale.

3. The General Assembly, at its forty-fifth session, approved a revised base salary scale for staff in the Professional and higher categories, effective 1 March 1991. At most steps of the scale, the revised base salaries effective 1 March 1991 are still lower than the amounts of separation payments in effect under the 1 April 1990 scale. In accordance with the procedure mentioned in subparagraph 2 (a) above, for those staff members on board prior to 1 July 1990, separation payments due on or after 1 March 1991 will be calculated on the basis of either (a) the base salary scale effective 1 March 1991 or (b) the scale of separation payments effective 1 April 1990, whichever is higher.

4. In order to facilitate the determination of separation payments (other than commuted annual leave) applicable to staff members who were on board prior to 1 July 1990, an annex to the scale of separation payments is attached to the present circular. This annex shows those steps for which the amounts of separation payments in effect under the scale, effective 1 April 1990, are higher than the revised base salary scale effective 1 March 1991.

5. With regard to separation payments applicable to staff in the Field Service category, in paragraph 7 of information circular ST/IC/1990/46 it was noted that, pending the outcome of a comprehensive review of the conditions of service applicable to this category of staff, the scale of separation payments, effective 1 April 1990, will be used for calculating all separation payments, including commuted annual leave. The comprehensive review, which was finalized at the end of 1990, resulted inter alia in the implementation of a revised base salary scale, effective 1 July 1990. The salaries under the revised base scale, effective 1 July 1990, are higher at all levels and steps than the corresponding amounts of separation payments, effective 1 April 1990. Accordingly, with effect from 1 July 1990, all separation payments (other than commuted annual leave) for staff in the Field Service category will be calculated on the basis of the base salary scale applicable to this category of staff. At the same time, the scale of separation payments for the Field Service category is abolished effective 1 July 1990. As in the case of staff in the Professional and higher categories, effective 1 July 1990 the lump sum payable in lieu of unused annual leave will be calculated on the basis of net remuneration (net salary plus post adjustment) at the duty station from which the staff member separates.

6. Those former staff members in the Field Service category who left the service between 1 July 1990 and the date of issuance of the present circular will be eligible to receive any retroactive adjustments that may result from the application of the procedure outlined in paragraph 5 above upon presentation of a written claim to their former executive/personnel offices. Such claims must be made within one year of the date of issuance of the present circular.

Annex

SCALE OF SEPARATION PAYMENTS APPLICABLE TO STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES
WHO WERE ON BOARD PRIOR TO 1 JULY 1990

(In United States dollars)

Effective 1 March 1991

		STEPS														
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	131 538														
	Net D	78 199														
	Net S	68 998														
Assistant Secretary-General																
ASG	Gross	119 094														
	Net D	71 728														
	Net S	63 920														
Director																
D-2	Gross	96 470	98 904	101 408	103 906	103 906	-									
	Net D	59 929	61 219	62 532	63 831	63 831	-									
	Net S	54 517	55 629	56 704	57 724	-	-									
Principal Officer																
D-1	Gross	-	-	87 002	89 261	91 557	93 884	96 145	96 145	-						
	Net D	-	-	54 911	56 108	57 325	58 558	59 756	59 756	-						
	Net S	-	-	-	-	52 272	53 335	54 368	-	-						
Senior Officer																
P-5	Gross	72 857	74 705	76 537	78 359	80 189	82 026	83 820	85 582	87 363	89 123	-	-	-		
	Net D	47 343	48 341	49 330	50 314	51 300	52 274	53 225	54 158	55 102	56 035	-	-	-		
	Net S	-	-	-	-	47 076	47 916	48 736	49 541	50 355	51 159	-	-	-		
First Officer																
P-4	Gross	-	-	-	-	-	-	68 816	70 515	72 263	74 014	75 740	77 442	-	-	-
	Net D	-	-	-	-	-	-	45 161	46 078	47 022	47 968	48 900	49 819	-	-	-
	Net S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Second Officer																
P-3	Gross	-	-	-	-	53 663	55 296	56 912	58 465	59 935	61 340	62 744	64 183	65 687	-	-
	Net D	-	-	-	-	36 838	37 763	38 652	39 506	40 314	41 087	41 859	42 651	43 471	-	-
	Net S	-	-	-	-	-	-	-	36 487	37 213	-	-	-	-	-	-
Associate Officer																
P-2	Gross	-	-	-	-	43 049	44 381	45 727	47 062	48 379	49 712	51 035	-			
	Net D	-	-	-	-	30 749	31 535	32 314	33 075	33 826	34 586	35 340	-			
	Net S	-	-	-	-	-	-	-	-	-	-	32 741	-			
Assistant Officer																
P-1	Gross	-	-	30 776	31 953	33 170	34 404	35 696	36 928	38 133	39 303					
	Net D	-	-	23 423	24 141	24 884	25 636	26 411	27 138	27 848	28 539					
	Net S	-	-	-	-	-	-	24 677	25 335	25 978	26 603					

Note: The blanks indicate that the revised base salary scale, effective 1 March 1991, is higher than the amounts of separation payments in effect under the 1 April 1990 scale. Therefore, at these steps, separation payments (other than commuted annual leave) will be calculated on the basis of the base salary scale.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/18
12 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for General Services

Subject: OPERATING SYSTEM SOFTWARE TO BE USED ON PERSONAL COMPUTER LOCAL AREA NETWORKS

1. Microcomputers are playing a significant role in office automation. In the United Nations Secretariat, microcomputers can be and are networked in a variety of ways today: with a direct cable or dial-up connection to the mainframe, with a direct cable or dial-up connection to a minicomputer or in local area network (LAN) configurations.

2. LANs allow microcomputers to be used much more effectively and to share resources such as data files, word-processing documents, printers, communications lines and other equipment. This shared environment of networking personal computers is referred to as a workgroup. Workgroups can be linked together to form an infrastructure to create an integrated network of microcomputers at Headquarters.

3. Based on the findings of an in-house study, Banyan VINES has been selected as the preferred software package for LAN microcomputers at Headquarters. The reasons for this selection were (a) its ability to operate over such standard wiring components as Ethernet and Token-ring, (b) architectural excellence, permitting the building of an organization-wide multi-server LAN, (c) ease of use and (d) compatibility with existing software and hardware standards for office automation. Adherence to one LAN software package will minimize costs and achieve maximum compatibility. It is recognized that conditions at individual offices away from Headquarters may necessitate the use of other LAN operating systems.

4. All offices that are planning to introduce LANs are expected to use Banyan VINES as the LAN operating system. Those offices that already have personal computer LANs in place using different products are encouraged to migrate from the existing environment to Banyan VINES, if it proves to be technically feasible. The Electronic Services Division of the Office of General Services will be available to consult with such offices for this migration process.

5. The Electronic Services Division has arranged for a cabling and networking strategy study to be carried out as a first step towards a true multi-vendor network under an open systems architecture plan. This network will eventually include such new applications as the Integrated Management Information System (IMIS), the optical disk system for the storage and retrieval of United Nations documents and electronic mail.

6. Plans for IMIS take into account the existing office automation infrastructure. Some users will require access to IMIS data as well as to their office automation applications (word processing, spreadsheets, etc.). These users will be provided with a graphical user interface (GUI), which allows them to move easily between IMIS applications and office automation applications, regardless of where the application resides. The Banyan LANs established for office automation applications allow for co-existence with the networks that are proposed for IMIS.

7. Technical consultation and analysis of user applications on LANs can be arranged by submitting a written request to the Director, Electronic Services Division. Once the study has been completed and it is found that a LAN is an effective and feasible solution for the office, a formal request for a LAN installation should be submitted to the Office Automation Section, Technological Innovations Service, Electronic Services Division, according to the procedure outlined in administrative instruction ST/AI/355. The Office Automation Section is responsible for the acquisition, installation and maintenance of LANs.

UNITED
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Secretariat

ST/IC/1991/19
15 March 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT CLASSIFICATION FOR NEW YORK*

1. In information circular ST/IC/1991/15 of 5 March 1991, staff members were informed that upon implementation of the revised base salary scale effective 1 March 1991, revised post adjustment indices and multipliers would be established by the International Civil Service Commission (ICSC) for all duty stations. The revised multipliers would be determined in such a way as to ensure that the revised net remuneration (base salary plus post adjustment) after consolidation was in line with the existing net remuneration.

2. In accordance with the above-mentioned procedure, ICSC has determined that post adjustment multiplier 47.8 should apply for staff in the Professional and higher categories serving in New York with effect from 1 March 1991. Accordingly, the Secretary-General has authorized the implementation of post adjustment multiplier 47.8 as of that date.

3. The annual amounts of post adjustment at multiplier 47.8 for each salary level and step are shown in the annex to the present circular.

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* Personnel Manual index No. 3180.

Annex

POST ADJUSTMENT MULTIPLIER 47.8

(In United States dollars)

Effective 1 March 1991

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	IX	XII	XIII	XIV	XV
							S T E P S									
Under-Secretary-General																
USG	Net D	36 683.56														
	Net S	32 911.71														
Assistant Secretary-General																
ASG	Net D	33 627.38														
	Net S	30 400.80														
Director																
D-2	Net D	28 141.29	28 690.04	29 238.78	29 787.05	30 335.79	30 884.54									
	Net S	25 809.61	26 285.22	26 759.87	27 225.45	27 679.07	28 132.69									
Principal Officer																
D-1	Net D	25 245.57	25 715.44	26 185.32	26 654.71	27 124.59	27 594.46	28 064.34	28 534.21	29 003.61						
	Net S	23 302.02	23 708.80	24 115.58	24 522.36	24 929.13	25 335.91	25 742.69	26 149.95	26 556.72						
Senior Officer																
P-5	Net D	22 610.36	23 035.78	23 460.72	23 886.14	24 311.08	24 736.02	25 161.44	25 586.38	26 011.33	26 436.75	26 861.69	27 286.63	27 712.05		
	Net S	20 928.75	21 317.84	21 706.94	22 095.55	22 484.64	22 866.81	23 228.89	23 596.95	23 965.01	24 333.07	24 701.61	25 069.67	25 437.73		
First Officer																
P-4	Net D	19 097.86	19 511.96	19 926.39	20 340.81	20 755.72	21 170.14	21 584.57	21 999.47	22 413.90	22 828.32	23 242.75	23 657.65	24 072.08	24 486.51	24 901.41
	Net S	17 734.28	18 108.55	18 482.35	18 856.14	19 231.05	19 611.30	19 990.44	20 369.97	20 749.02	21 128.08	21 507.61	21 886.66	22 266.20	22 644.77	23 023.75
Second Officer																
P-3	Net D	16 035.47	16 425.04	16 814.61	17 204.18	17 593.75	17 982.84	18 372.41	18 761.98	19 151.55	19 541.12	19 930.21	20 319.78	20 709.35	21 098.92	21 488.49
	Net S	14 973.35	15 324.68	15 676.01	16 027.34	16 378.67	16 729.52	17 080.85	17 432.18	17 783.51	18 134.84	18 485.69	18 837.02	19 188.79	19 585.90	19 902.49
Associate Officer																
P-2	Net D	13 290.09	13 643.55	13 992.02	14 340.48	14 688.46	15 036.92	15 385.39	15 733.37	16 081.83	16 430.29	16 778.25	17 126.74			
	Net S	12 476.28	12 795.10	13 113.93	13 432.76	13 751.56	14 070.41	14 387.32	14 700.89	15 015.81	15 329.66	15 643.51	15 957.55			
Assistant Officer																
P-1	Net D	10 524.60	10 859.68	11 194.28	11 529.36	11 863.96	12 198.56	12 533.64	12 868.24	13 202.84	13 537.92					
	Net S	9 930.93	10 239.72	10 547.55	10 855.38	11 163.21	11 471.52	11 778.88	12 085.27	12 391.67	12 698.07					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

UNITED
NATIONS

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Secretariat

ST/IC/1991/20
20 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: STATUS REPORT, REQUEST FOR PAYMENT OF DEPENDENCY BENEFITS AND HOUSING ASSISTANCE INFORMATION*

1. All staff members on the Headquarters payroll, other than short-term staff, are required to complete the annual status report and request for payment of dependency benefits (form P.84 (1-91)), which will be distributed by the departmental executive or administrative officer. Each form is printed with the name, index number and other relevant information relating to the staff member's situation as of 31 December 1990.

2. Each staff member, whether or not he/she has dependants, must complete the introductory section of the form and sign section VI. Staff who received dependency benefits for 1990 or wish to claim dependency benefits for 1990 or 1991 should also complete section I of the form, and, as appropriate, sections II, III and IV. On the back of the form is information intended to assist staff members in submitting their claims. This information as well as paragraphs 6 to 20 below should be read carefully before completing these sections of the form.

3. Staff who receive post adjustment or a monthly mission allowance must complete section V of the form concerning housing assistance information. There is an explanatory note on the back of the form concerning this section.

4. After they have completed and signed the form, staff members are requested to return it to their executive or administrative officer as soon as possible, but not later than 1 May 1991.

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* Personnel Manual index No. 3340.

5. Staff members are responsible under the Staff Rules for promptly notifying the Secretary-General in writing of any changes in their marital or dependency status. Such notification of changes which occur during the year should be made in writing to the executive or administrative officer concerned for referral to the Allowances and Benefits Unit, Office of Human Resources Management.

Dependent spouse

6. A dependent spouse of a staff member is defined in staff rule 103.24 (a). A dependent spouse is a spouse who has no occupational earnings or whose gross occupational earnings do not exceed the earnings limit established for this purpose in rule 103.24. This earnings limit is the gross salary of the lowest entry level of the General Service salary scale applicable at the spouse's place of work. In addition, in the case of a spouse of a staff member in the Professional category and above, the spouse's occupational earnings may not exceed the gross salary of G-2, step 1, for New York for recognition as a dependent spouse.

7. For New York, the earnings limit for 1990 was $23,058 gross per year, and for 1991 it is $24,538 gross per year (the gross salary in effect on 1 January of the year concerned for a staff member at G-2, step 1). For other duty stations, the earnings limit is equivalent to the lowest entry level of the United Nations General Service salary scales, effective 1 January 1990 or 1991, as appropriate, for the duty station concerned.

8. Staff in the General Service and related categories will receive for a dependent spouse the spouse allowance established for the duty station. Staff in the Professional category and above and in the Field Service category will receive a dependency benefit in the form of salary and post adjustment at the dependency rates. The amount of this benefit is the difference between salary and post adjustment at the single rates and salary and post adjustment at the dependency rates.

9. When the spouse's occupational earnings exceed the established earnings limit, no dependency benefit (spouse allowance or dependency rates of salary and post adjustment) will be paid in his/her respect. However, an adjusted dependency benefit may be paid when the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

10. In accordance with paragraph 5 above, it is the staff member's responsibility to report promptly any change in the occupational earnings of the spouse, which may affect his or her dependency status. The status report form (P.84 1-91), which will be distributed, requires that, in cases where the staff member was paid a dependency benefit and where his/her spouse received occupational earnings in 1990, proof of earnings such as the W-2 forms or copy of the tax return be attached to the form itself before it is returned to the executive or administrative officer. Where a dependency benefit was paid in respect of a spouse on the basis of estimated occupational earnings for 1990 but the actual occupational earnings during that year were in excess of the established level, the overpayment will be

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recovered from the staff member's salary. Conversely, where a dependency benefit was not paid because the estimated earnings exceeded the established level but the actual earnings were below that level, such benefit will be paid to the staff member retroactively.

Dependent children

11. As defined in staff rule 103.24 (b) and paragraph 3 of administrative instruction ST/AI/278/Rev.1 on definition of dependency status, the following children may be eligible for dependency status:

(a) A staff member's natural child;

(b) A staff member's legally adopted child;

(c) A staff member's stepchild, if residing with the staff member;

(d) If legal adoption of the child is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, then a child in respect of whom the following conditions are met:

(i) The child resides with the staff member;

(ii) The staff member can be regarded as having established a parental relationship with the child;

(iii) The child is not a brother or sister of the staff member;

(iv) The number of children for which dependency benefits are claimed by the staff member under this subparagraph does not exceed three.

12. For any of the above-mentioned children to be recognized as a staff member's dependent child, the following requirements must be met:

(a) (i) The child must be under the age of 18 years;

(ii) If the child is 18 years or more but under the age of 21 years, he/she must be in full-time attendance at a school or university (or similar institution);

(b) The staff member must provide main and continuing support to the child.

The age and school attendance requirements indicated under (a) above will be waived if a child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

13. A children's allowance is payable for each dependent child of a staff member. In the case of staff in the General Service and related categories, the amount of

the children's allowance is established on a duty station-by-duty station basis. In the case of staff in the Professional category and above and in the Field Service category the amount of the children's allowance is that established in staff regulation 3.4. However, in the case of a staff member in the Professional category and above or in the Field Service category who has no dependent spouse, the staff member will receive for the first child, in lieu of the children's allowance, the dependency rates of salary and post adjustment. This benefit is granted subject to paragraph 14 below.

14. Staff rule 103.17 (b) (ii) and staff rule 103.7 (b) (i) require for payment of a dependency benefit in respect of a child in the form of salary and post adjustment at the dependency rates that the staff member provide substantial and continuing support to one or more of his/her children. For the provision of such support to be recognized, the sum of the staff member's (a) gross salary less the difference between the single and dependency rates of net salary and (b) post adjustment at the single rate must not be less than two thirds of the gross occupational earnings of his or her spouse. If this requirement is not met, the staff member will receive salary and post adjustment at the single rate and dependency allowance for the child.

15. If a staff member or his or her spouse receives a dependency benefit in the form of a government grant in respect of a child, the amount is subtracted from any dependency benefit payable by the United Nations in respect of that child. The amount of any such grant received in respect of each child should be indicated on the bottom line of part III of the form.

16. It is the staff member's responsibility to give written notice to the Allowance and Benefits Unit if his or her child marries. If the staff member continues to claim the child as a dependant, documentary evidence satisfactory to the Secretary-General is required under paragraph 18 below for the child to continue to be recognized as his/her dependant.

17. It is also the staff member's responsibility to give written notice to the Allowance and Benefits Unit if his or her child ceases to be in full-time attendance at an educational institution. The staff member is required to submit a certificate of school attendance for his or her dependent child between the ages of 18 and 21 at the end of each school year, even if the staff member does not receive an education grant. While an effort will be made to remind staff members of this obligation, failure to submit the school certificate will result in discontinuance of the dependency benefits and in recovery of any overpayment. The dependency status of a child between the ages of 18 and 21 continues through a period of vacation only if the child enrols for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of attendance of the preceding school term.

18. In addition to the staff member's certification that he or she provides main and continuing support, documentary evidence of such support satisfactory to the Secretary-General will always be required if a child:

(a) Does not reside with the staff member because of divorce or legal separation;

(b) Is married;

(c) Is regarded as a dependent child under paragraph 3 (d) of administrative instruction ST/AI/278/Rev.1.

Secondary dependant

19. A dependency allowance is payable in respect of only one secondary dependant. It is not payable for a secondary dependant if the staff member is already receiving dependency benefits in respect of a dependent spouse. A secondary dependant may be the father, mother, brother or sister of the staff member of whose financial support the staff member provides one half or more, and, in any case, at least twice the amount of the dependency allowance. In the case of a brother or sister, he/she must be under the age of 18 or, if in full-time attendance at a school or university (or similar educational institution), under the age of 21. However, if the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to age and school attendance will be waived.

20. The initial claim for a secondary dependant allowance must be accompanied by a birth certificate of the secondary dependant and evidence of the financial support provided to him/her by the staff member. Evidence of such continuing support may also be required to substantiate subsequent claims.

Designation of beneficiary

21. Staff members are required under staff rule 112.5 to notify the Secretary-General of any revocations or changes of beneficiaries. A beneficiary for the purposes of the rule is designated at the time of appointment on the "Designation, change or revocation of beneficiary" form (P.2 (10-83)). Staff members, particularly those who made the designation at the time of their appointment many years ago, are urged to find out through their personnel officer whether their original designation is still correct and to alter the designation of their beneficiaries if they wish.

22. It is also suggested that staff members take this opportunity to ascertain whether their original designation of beneficiaries for the United Nations Joint Staff Pension Fund and for the Group Life Insurance Plan are similarly correct. Notification of changes should be sent to the Secretary of the Pension Fund, room S-765, or to the Insurance Section, room S-2755, as appropriate.

UNITED NATIONS

ST

Secretariat

ST/IC/1991/21
21 March 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR FRENCH INTERPRETERS

1. A competitive examination for French interpreters will be held in August 1991 in New York, Paris, Geneva and other locations according to the number and location of qualified candidates convoked for the examination and the availability of the necessary technical equipment. The purpose of the examination is to establish a roster from which present and future vacancies for French interpreters will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (Habitat) or special missions are considered external candidates for the purpose of this examination. Staff members of the United Nations who are successful in this examination and are selected as internal candidates for inclusion in the roster will be assigned to fill vacancies as they occur in the French Interpretation Section, Interpretation and Meetings Division, Department of Conference Services, of the United Nations Secretariat in New York. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe and Latin America according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language; 1/

(b) Have a perfect command of French and an excellent knowledge of English and either Spanish or Russian. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction, or hold a university degree from a recognized school of interpretation;

(d) Have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into French from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Interpretation into French from recordings of four speeches delivered in Spanish or Russian (approximately 5 to 10 minutes per recording for each language).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 8 to 10 weeks after the examination. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty station, and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

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8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as French interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 15 May 1991, to:

Competitive Examination for French Interpreters
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, NY 10017

12. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their application to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 15 May 1991, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1991 COMPETITIVE EXAMINATION FOR FRENCH INTERPRETERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex Male /_/ Female /_/

Date of entry on duty Month /_/_/ Year 19 /_/_/

Type of contract _____ Expiration date _____

Department/Office 3/ _____ Duty station _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)_____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1991/21 and I understand that, if I am successful in the competitive examination for French interpreters and recommended for inclusion in the roster, my assignment as a French interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which French is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1991/21.

6/ Give exact name and title in original language. Do not translate or equate.